

Request for Quotation number 19TC1020Q0606
Repair and Repainting of Parking Canopies
Pre-Quotation Conference and Site Visit
Minutes of Meeting

Date: March 11, 2020 **Time:** 10:00 – 11:00 a.m.
Venue: U.S. Embassy Abu Dhabi

Panel: Anthony Chang – Contracting Officer
Marwan Issa – Maintenance Supervisor Engineer
Christy Britto – Contract Management Specialist / Contracting Officer’s Representative (COR)
Venugopal Dhanakkodi – General Maintenance / Wetlands Supervisor
Binu Kunnel – Purchasing Agent

Attendees: 10 representatives from 5 companies:

1. *Mil Serve International*
2. *Delight International Facilities Management*
3. *Platinum Steel Fabrication*
4. *Sea Line General Contracting*
5. Preventive General Maintenance LLC

Introduction:

Anthony Chang welcomed all quoters, explained the purpose of meeting and introduced the Embassy panel followed by the introduction of the quoters. Sign-in sheet was distributed to all the attendees.

Note to Quoters:

The information contained within these questions and answers is provided for informational purposes and under no circumstances shall it be construed to change any terms and conditions or requirements within the solicitation. If any answer does address a change in the solicitation, it will reference an Amendment.

Overview:

- Anthony Chang explained the importance of a complete and proper quote to be submitted by contractors. He emphasized the importance of technical documents as required by the RFQ.
- Christy Britto, the COR explained the Scope of Work (SoW) of the solicitation in detail.
 - Embassy is looking for repair and repainting of motor vehicle parking canopies as a lump sum price contract.
 - The scope of work covers for services required from contractor from dismantling, performing necessary repairing, repainting as per approved paint /color shade, and reinstallation of the parking canopies as per the terms and

conditions of the RFQ . Contractors are welcome to inspect the existing conditions of the parking canopies as well as to take the measurements during the site visit.

- Contractor to match the existing installation conditions and painting pattern.
 - Embassy will provide approved paint color /patterns, it is the responsibility of the contractor to buy the approved paint.
 - There will be a kick-off meeting after the contract award.
- Venugopal emphasized that contractor shall take account for necessary PPE and proper method of work and it must be submitted for Embassy approval. It is the responsibility of contractor to ensure that all parking canopies are identified and inspected to verify the existing conditions and to validate the repairing and repainting requirements. Options for replacement of poles and supply and installation yellow warning tapes on the poles were also discussed, but it was agreed that Embassy will confirm this in the Q&A and document any changes via amendment of the solicitation.
- Binu Kunnel explained the following:
 - The UAE Workmen’s Compensation Plan (WCP) is required by all UAE-licensed companies for their workers. In addition to this, Embassy would like to purchase DBA – Defense Base Act – Insurance as a separate item as per the US Government requirement. The list of U.S. Department of Labor approved DBA insurance providers is here: <https://www.dol.gov/owcp/dlhwc/lscarrrier.htm>. Once awarded the Embassy will instruct the Contractor to submit a quotation for review. Once approved, the contractor will procure this DBA insurance, and to submit the invoice separately as soon as the policy is issued. The policy start date must be the same as the date of contract effective date. The Contractor name on the policy must be the same as the Contractor’s license and their SAM registration.
 - The pricing should be submitted in the same format of the solicitation by completing the Standard Form 1442.
 - Value Added Tax (VAT) is not included in the pricing table. Instead, it will be priced as a separate Line Item on Invoices for payment. It is important to note that quoters must not total VAT to the lump sum amount.
 - Quoters must submit a Technical proposal, with one original and two copies, in a sealed envelope; and, a Commercial proposal, with one original and two copies, in a separate envelope. These two envelopes must be clearly addressed to CONTRACTING OFFICER with the RFQ identification **“19TC1020Q0606 – Repair and Repainting of Parking Canopies”**
 - Section J and K of the solicitation must be followed while preparing the proposal.
 - Each of the blanks in Section L must be filled in.
 - Price quote should be in local currency: Arab Emirate Dirhams (AED / Dhs).
 - Once awarded this Contract cannot be modified to increase the price as this is a firm-fixed price contract.
 - The Embassy highly recommends that vendors register in the System for Award Management (SAM) prior to submitting their offers. Registration is free. There are three steps to complete the process; see our webpage for the links and

explanations. (Browse to <https://ae.usembassy.gov/embassy-consulates/abudhabi/contract-opportunities/> and click look for “**Notice to Prospective Vendors**”). Prior registration will be beneficial once awarded the contract; it can reduce the time between Award and Notice to Proceed by several weeks.

- Vendors were reminded to submit their Technical Questions by 2:00 pm on March 16, 2020. It was agreed that Embassy would combine all questions and answers and then disseminate to all prospective /interested quoters.
- The attendees were escorted to each parking canopy as per the provisions of the RFQ to better understand the scope of work and to take measurements by contractors.
- Marwan Issa reminded the contractors that Embassy is looking for a quality proposal /quote, and asked them to submit technical questions via email in case clarifications are required.
- The pre-proposal conference adjourned at around 11:00 a.m.

Actions and Decisions taken:

Contracting Officer has determined and approved the following:

1. To issue an Amendment of Solicitation for the technical changes identified in the Site Visit and Technical Q&A.
2. Extension of RFQ due date and time. New due date is April 16, 2020 at 12:00 pm local time.

Attachments:

- SF30 – Amendment to the RFQ – 19TC1020Q0606 dated April 2, 2020
- Technical Questions & Answers